

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

Contact Information:

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- Social Media Profiles: [Facebook](#) [Linkedin](#) [Instagram](#)

Biography: Kim Sorrelle is the host of the TV talk show Heart & Soul, co-host of a top-rated Love Is Podcast, a highly successful entrepreneur, director of a humanitarian organization, a popular speaker, and best-selling author. With Kim's wealth of experience and success, her VIP day for CEOs and Executives is \$100,000.00. Kim inspires audiences worldwide, making as much as \$50,000 to deliver a keynote. Her life-changing four-day luxury retreats are sold out as soon as they are announced. Kim helps people uncover a life worth loving.

Presentation Details: Title of Presentation:

Duration:

Brief Description:

Audiovisual Requirements:

- Projector and Screen:
- Microphone: handheld, lapel, or headset
- Audio System:
- Internet Access:
- Other AV Equipment:

Logistics and Accommodation:

- Travel Arrangements:
- Accommodation:
- Transportation:

Additional Requirements or Notes:

Please get in touch with me with any further questions or if you need additional information. I look forward to participating in the event and contributing to its success.

Sincerely,

Kim Sorrelle  
kim@kimsorrelle.com

# Let's make your event exceptional

I am honored to be speaking at your event. My goal is two fold. First, make sure your goals for the event are met and surpassed. Second, deliver a talk that will be remembered. Please fill out as much of this information as possible to help reach your goals.

## Tell me about your event

1. Tell me briefly about your event.
2. What are their objectives of the meeting/conference/workshop?
3. Who is organizing and sponsoring it?
4. Is this a one-day event, a one-hour event, a one-week event?
5. Who is your audience (seniority, profile, age)?
6. How much does the audience know about the topic?
7. What is happening to them in their world, how do they feel?
8. Is the audience paying to be there?
9. How many speakers do you have in total?
10. What is the attire that most folks wear to your event?

## What do you expect from me?

1. Why do you think I am a good fit to speak to your audience?
2. What is the effect you want the talk will have on the audience?
3. What is the biggest issue that needs to be addressed in the talk?
4. What kind of questions will I get in the Q&A?
5. Who are the other speakers and what will they talk about?

# Managing expectations

1. Who is your (the event organizer's) favorite speaker?
2. What do you see as the short-term and long-term benefits?
3. What do you not want me to do on stage?
4. What do you want me to do on stage?

# Interacting with your audience

1. How can I connect with the audience afterward?
2. Am I able to sell (books, products, and programs) at this event?
3. Am I able to seed/share from the stage?
4. Can I offer handouts? If so, may I have your logo to add to them?
5. Can I meet and greet the attendees before the event, either in the lobby or inside the room when they walk in?
6. Can I have the contact details for 3 critical people who will be in the audience?

# Get technical: the setup

1. Where in the event agenda would I be speaking?
2. How long is the talk supposed to be?
3. Tell me about the venue and the stage setup.
4. What kind of equipment will be provided? Is there a stage technician?
5. Will this be filmed or recorded?
6. What is the setup for slides? Other visuals?
7. What will happen before and after I take the stage?
8. Is there going to be something I should attend after the talk?

# The most important question

When my speech/presentation/session is over, what [information/feeling/action plan] do you want participants to walk away with?

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